DOCUMENT RESUME

ED 171 508 RC 011 485

TITLE	Handbook. American Indian Bilingual Education Center.
INSTITUTION	New Mexico Univ., Albuquerque. Coll. of Education.
SPONS AGENCY	Office of Bilingual Education (DHEW/OE), Washington, D.C.
PUB DATE	79
GRANT	G00784907
NOTE	56p.
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	American Indians; *Bilingual Education; Consultants; Elementary Secondary Education; Federal Legislation; *Information Dissemination; Inservice Teacher Education; *Instructional Materials; Language Research; Needs Assessment; Parent Education; Pilot Projects; *Program Coordination; Resource Centers; Resource Materials; *Staff Improvement; Technical Assistance; Tribes
IDENTIFIERS	*American Indian Bilingual Education Center; *American Indian Education; Elementary Secondary Education Act Title VII; United States (Southwest); University of New Mexico

ABSTRACT

As part of the National Network of Centers for Bilingual Education, the American Indian Bilingual Education Center (AIBEC) provides resource and training services for administrators, teaching staff, parents, and others active in all phases of Title VII bilingual education in a region (comprised of New Mexico and parts of Arizona, Utah, and Colorado) in which the principal tribes are Apache, Navajo, and Pueblo. AIBEC also attempts to coordinate Title VII bilingual education activities in regional LEAs, SEAs, and Institutions of Higher Education (IHEs) via a service delivery system which involves: (1) conducting needs assessments and compiling linguistic information; (2) training, technical, and programmatic assistance coordinated with other agencies; (3) pilot testing of instructional materials; (4) a regional communications network; (5) collecting and disseminating American Indian bilingual education materials via the AIBEC Materials Bank; (6) parent training; and (7) comparative analyses and linguistic surveys of major American Indian languages in the region. The Handbook describes the Center's staff and services, and the complete procedures for requesting and receiving AIBEC services, including services provided by consultants. Appendices contain sample request and evaluation forms; lists of regional LEAs, SEAs, and IHEs; and addresses of General Assistance Centers. (SB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

AMERICAN INDIAN BILINGUAL EDUCATION CENTER

ED171508

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HANDBOOK

Ac 011445

COLLEGE OF EDUCATION
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO

1979

AMERICAN INDIAN BILINGUAL EDUCATION CENTER

MAIN OFFICE

College of Education
The University of New Mexico
Albuquerque, N.M. 87131
Telephone (505) 277-3551

FIELD OFFICE

University of New Mexico Field Office
P.O. Box 1903
Window Rock, Arizona 86515
Telephone (602) 871-4941 Ex. 1544

STAFF

Paul Resta, Ph.D., Acting Director
Carlos E. Pecos, M.A., Associate Director
Margaret M. Wilcox, M.A., Field Director
Federico Martinez Carrillo, Ph.D., Coordinator of Assessment and Evaluation
Joe R. Gonzales, M.A., Resource Materials Bank
Angelina Frances Medina, M.A., Parent/Teacher Trainer
Louis Baca, Media Specialist
Jean Minor, Office Manager
Pat Gandert, Project Assistant
Nora Garviso, Staff Secretary
Mary Sherman, Staff Secretary
Frances Tapia, Staff Secretary
Mary Soto, Secretary to Field Director

The project reported herein is performed pursuant to a grant from the U.S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the positions or policy of the U.S. Office of Education and no official endorsement by the U.S. Office of Education should be inferred.

TITLE VII PROJECT—ESEA P.L. 93-380
GRANT #G007804907—PROJECT #403 GH80006

PURPOSE

The purpose of this Handbook is to acquaint you with the staff of and the services rendered by the AMERICAN INDIAN BILINGUAL EDUCATION CENTER (AIBEC).

In order that we may better serve you, we feel that all AIBEC clients should become well acquainted with the procedures of requesting and receiving services from the Center. Therefore, included in this Handbook is a complete description of our activities, the services we offer and the procedures for requesting those services.

It is our hope that all Title VII American Indian Programs (and other related bilingual education programs) in our service region will consider themselves as an integral part of our organization and utilize our services to their upmost.

Through upcoming meetings, conferences and workshops we plan to keep you well informed in all areas of bilingual education. We encourage your input via comments and suggestions on how we might better assist you in the field.

Welcome to the AIBEC Family.

TABLE OF CONTENTS

	PAGE
PURPOSE	i
INTRODUCTION	1
MAP OF THE AIBEC SERVICE AREA	2
THE NATIONAL NETWORK OF CENTERS FOR BILINGUAL EDUCATION	3
THE AIBEC REGIONAL NETWORK	5
ADMINISTRATION OF THE CENTER	6
ORGANIZATIONAL CHART OF THE UNM COE/AIBEC	7
THE SERVICE DELIVERY SYSTEM	8
1. Conducting Needs Assessments and Compiling Linguistic Information	8
2. Provide Training, Technical and Programmatic Assistance and Coordinate These Activities With Other Agencies.	8
3. Pilot Test Instructional Materials	9
Pilot Testing Flow Chart	12
4. Organize and Maintain a Communications Network	15
5. Collect and Disseminate American Indian Bilingual Education Materials.	17
6. Provide Training For Parents	22
7. Develop and Conduct a Comparative Analysis and Linguistic Survey.	22
AIBEC CRITERIA FOR EVALUATING REQUESTS FOR SERVICES	24
PROCEDURES FOR REQUESTING SERVICES.	26
NEGOTIATING FOR THE SERVICES OF CONSULTANTS	29
THE TALENT BANK	30

APPENDIX A - LISTING OF LEA's, SEA's, and IHE's IN AIBEC SERVICE AREA.....31

APPENDIX B - GENERAL ASSISTANCE CENTERS.....40

APPENDIX C - SAMPLES OF FORMS TRC-1 THROUGH TRC-5.....42

INTRODUCTION

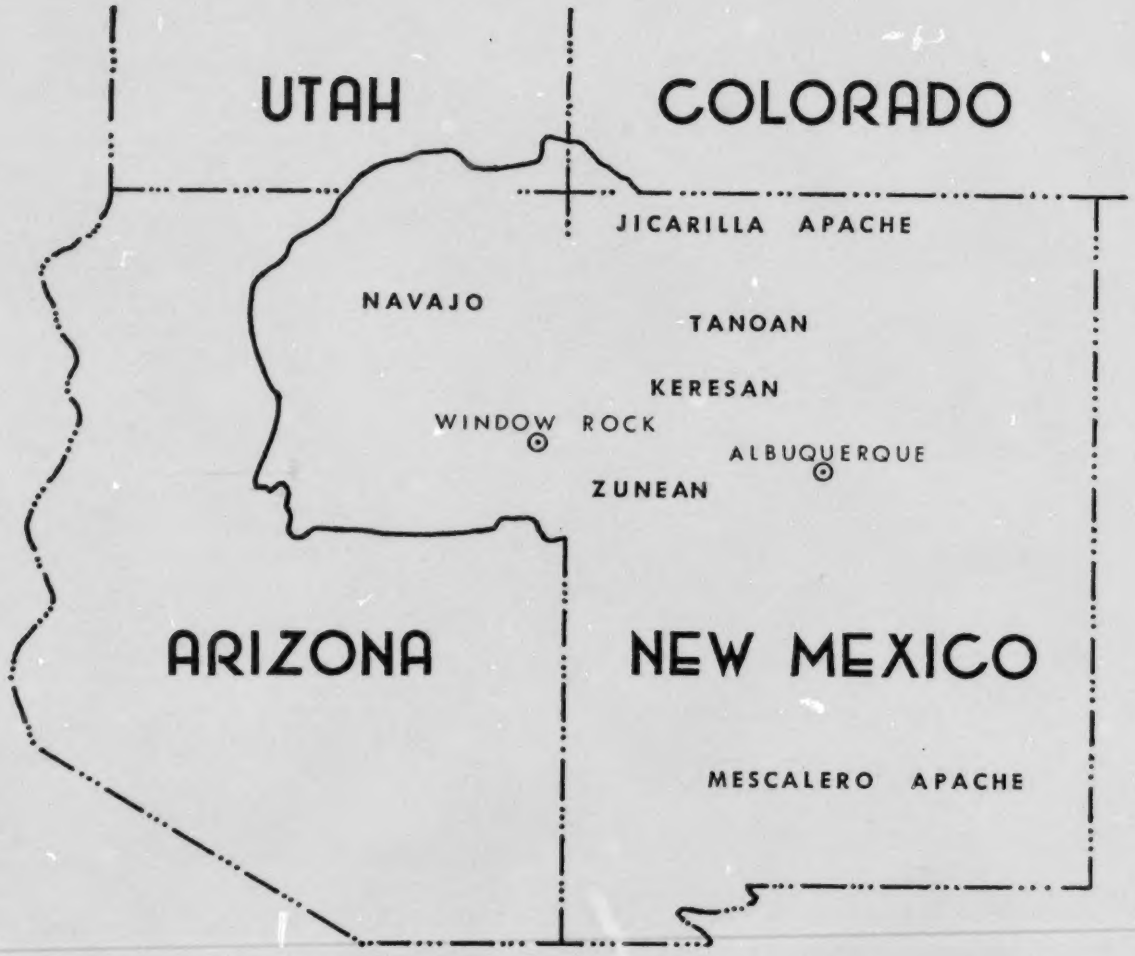
The American Indian Bilingual Education Center (AIBEC) is a member of the National Network of Centers for Bilingual Education. Both organizations are funded by the U.S. Office of Education under Title VII of the Elementary and Secondary Education Act.

AIBEC's main office is located in the College of Education Building on the campus of the University of New Mexico. The office of the Field Director is located in the Navajo Division of Education complex at Window Rock, Arizona.

As part of the National Network of Centers for Bilingual Education, AIBEC provides resource and training services for administrators, parents, teachers, paraprofessionals, and other persons active in Title VII bilingual education programs in the AIBEC service region (see map next page). In addition to providing direct services to Title VII programs, AIBEC seeks to coordinate Title VII activities which are taking place independently in Local Education Agencies (LEAs), Institutions of Higher Education (IHEs), and State Education Agencies (SEAs) within our service region.

AIBEC's service region covers northeastern Arizona, southeastern Utah, New Mexico and a small portion of southwestern Colorado. Principally the tribes serviced by our office include the Navajo, Apache, and Pueblos. We serve approximately 20 LEA Programs representing 5 language groups:

THE AIBEC SERVICE AREA



The American Indian Bilingual Education Center is part of the National Network of Centers for Bilingual Education. The Center provides support services in Bilingual/Bicultural Education to American Indian Local Education Agencies (LEA's), Institutions of Higher Education (IHE's), State Educational Agencies (SEA's) and other educational programs. These support services include programmatic and technical assistance as well as teacher training for E.S.E.A. American Indian Title VII projects. In addition to providing such services, the Center serves as a link between the LEA's, MDC's, and DAC's.

THE NATIONAL NETWORK OF CENTERS FOR BILINGUAL EDUCATION

The Office of Bilingual Education of the U.S. Office of Education created the National Network of Centers for Bilingual Education in order to provide supportive services to Title VII programs located in school districts nationwide. Funding for the National Network is provided by Title VII of the Elementary and Secondary Education Act. The National Network is composed of three types of centers: Training Resource Centers (TRCs), Materials Development Centers (MDCs), and Dissemination and Assessment Centers (DACs).

Each of the three types of centers has specific functions and responsibilities within the National Network. The individual centers are responsible for providing services to the Title VII programs located within their assigned service regions.

Training Resource Centers (TRCs) are primarily responsible for providing training and resource services in bilingual/bicultural education to LEAs, IHEs, and other appropriate agencies. In addition to providing such supportive services, the TRCs serve as a link between the LEAs and the MDCs and DACs. This is particularly true as it applies to the pilot and field testing of the materials designed by the MDCs.

Materials Development Centers (MDCs) were created to develop bilingual instructional materials for use by LEAs, and IHEs, and other instructional agencies in bilingual education. The MDCs develop educational bilingual/bicultural student materials in the

target-group languages and bilingual/bicultural teacher-training materials.

Dissemination and Assessment Centers (DACs) are responsible for assessing the need for bilingual instructional materials and for publishing and disseminating the materials which have been developed by the MDCs and pilot and field tested by the TRCs.

AIBEC does not develop or disseminate bilingual materials, (as the foregoing information explains). For a more comprehensive description of the National Network and a listing of the centers, please consult the brochure titled "The National Network of Centers for Bilingual Education." The brochure is available from the National Dissemination and Assessment Center For Bilingual Education; Education Service Center, Region XIII; 7703 North Lamar Boulevard; Austin, Texas 78752; (512) 458-9131.

THE AIBEC REGIONAL NETWORK

The AIBEC Regional Network comprises 4 State Education Agencies (SEAs), 20 Title VII Programs situated in Local Education Agencies (LEAs), and 2 Institutions of Higher Education (IHEs) within the AIBEC service area. It also includes several Graduate Fellowship Programs, Training Assistance Grants and Institutional Assistance Grants which are located in various IHEs.

Graduate Fellowship Programs provide support to participants pursuing programs in bilingual education at the masters and doctoral levels. Traineeship Grants provide for undergraduate and graduate level training for participants planning to become bilingual teachers. Institutional Assistance may be included in such grants to provide activities designed to develop an institution's capabilities to provide relevant training programs and technical assistance to its service area in bilingual/bicultural education. (For more information on each of these programs, contact: Director; Multicultural Education Center; College of Education; University of New Mexico; Albuquerque, New Mexico 87131.)

AIBEC cooperates with and supports all of the foregoing components of the Regional network. Please see Appendix A for a listing of the LEA and the IHE Title VII Programs, and the SEA Title VII Representatives.

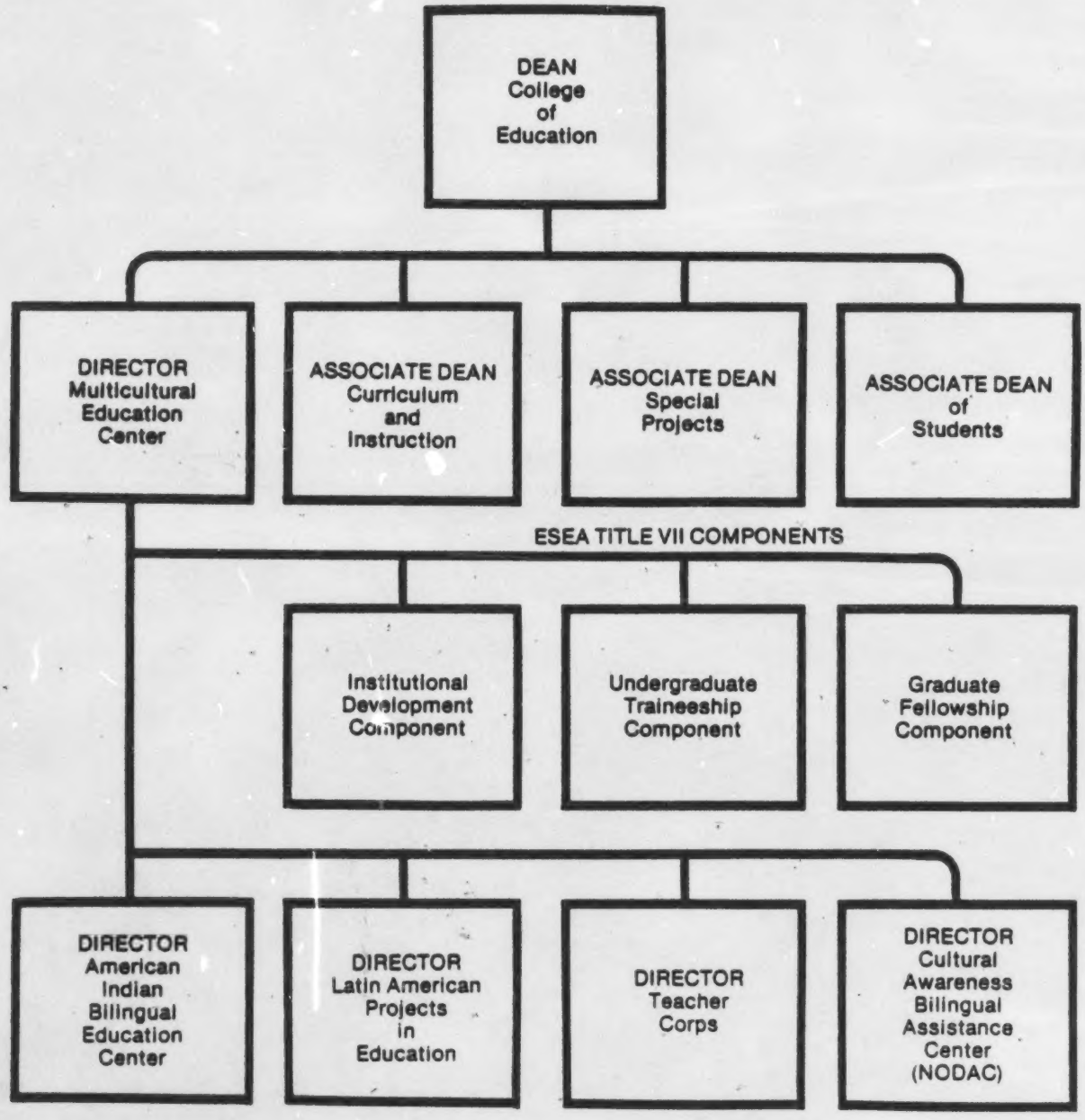
ADMINISTRATION OF THE CENTER

The American Indian Bilingual Education Center falls within the administration of the Dean of the College of Education at the University of New Mexico. General supervision of the Center's operation is delegated to the Director of the Multicultural Education Center. Direct supervision, management, and evaluation of all of the activities of the Center is the responsibility of the AIBEC Director (see organizational chart next page).

The financial management of the Center is governed by policies established by the Board of Regents of the University of New Mexico, applicable State statutes, and Federal regulations and statutes. The Office of the Vice President for Business and Finance of the University of New Mexico is responsible for control and fiscal management of all University activities. The Contracts and Grants Accounting Supervisor of the Office of the Comptroller monitors the expenditure of funds by AIBEC.

In addition, the Center is organizing an Advisory Council consisting of Tribal, SEA and Bilingual teacher and administrator representatives to provide guidance and direction to the AIBEC staff.

ORGANIZATIONAL CHART
THE UNIVERSITY OF NEW MEXICO
COLLEGE OF EDUCATION
AMERICAN INDIAN BILINGUAL EDUCATION CENTER



THE SERVICE DELIVERY SYSTEM

In order to achieve the goals of the Center, AIBEC assumes responsibility for providing organizational leadership and training services to Title VII personnel in the service region, and for coordinating and integrating a regionwide Service Delivery System. The System may generally be defined in terms of the overall goals and objectives of the Center:

1. CONDUCTING NEEDS ASSESSMENTS AND COMPILING LINGUISTIC INFORMATION.

   The assessment of needs is a continuous activity conducted through both formal and informal means. A formal regionwide assessment of materials and training needs is accomplished by the Center prior to each Project period. On-site interviews are conducted at each of the 20 LEA Title VII Projects located in the service region. The information is compiled in a report (available upon request) which serves as the basis for AIBEC activities for the current project period.

2. PROVIDE TRAINING, TECHNICAL AND PROGRAMMATIC ASSISTANCE AND COORDINATE THESE ACTIVITIES WITH OTHER AGENCIES.

   AIBEC's primary responsibility is to offer direct assistance to Title VII bilingual education programs in its service region. Services may take the form of

technical and programmatic assistance for Title VII administrators or training for Title VII personnel.

Technical and Programmatic Assistance. Services available include technical assistance in program planning and procedures, program administration and evaluation, staff development, curriculum development, testing and evaluation, community and parent involvement, and the identification and use of bilingual education materials.

In-service Training Assistance. The Center facilitates in-service training for administrators, classroom personnel, and other individuals associated with Title VII programs. Drawing upon expertise and resources provided by AIBEC, in-service training may take the form of workshops, conferences, or "one-on-one" training as requested by the Title VII Project Director. In-service training may also take the form of bilingual education institutes or courses for credit offered through IHEs. In the former instance, AIBEC and the LEA representatives negotiate with the college or university and cooperatively design a course offering or institute which fulfills the needs identified by Title VII project directors and teachers.

3. PILOT TEST INSTRUCTIONAL MATERIALS.

As one of the centers of the National Network of Centers for Bilingual Education, AIBEC cooperates with

and supports the activities of the National Network. One of the goals of the National Network is the production of materials appropriate for the bilingual classroom.

AIBEC's Role in the Process of Product Development. A system of cooperative efforts by the TRCs, MDCs, and DACs has been designed for the materials development process. Training Resource Centers (TRCs) are responsible for the pilot (and in some cases, the field) testing of materials which are suitable for the Title VII target audience in their assigned service regions. This is a necessary phase in the development and validation of appropriate and effective bilingual materials.

Thus, AIBEC has organized a network of sites located in the Title VII project schools that may be utilized in pilot testing bilingual/bicultural materials for Native American-English programs throughout the service region. Such testing activities afford a valuable opportunity to train teachers in the content, use and philosophy of the materials.

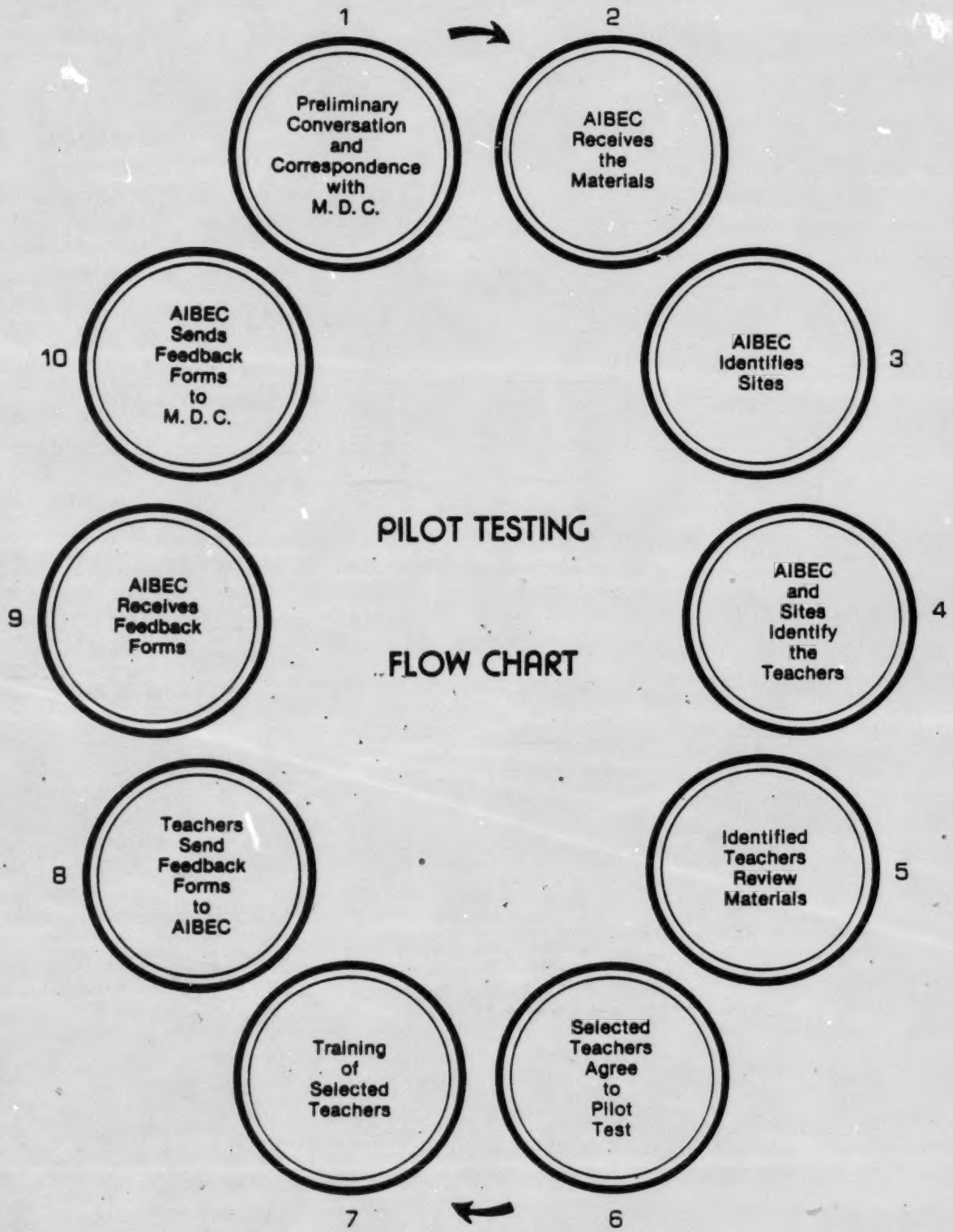
The Center, typically, carries out the initial pilot testing of materials with a small sample of teachers and students under controlled conditions at selected sites. Based upon the results, the materials are then revised by the developer before being field tested. Field testing is done with a larger sample under the same conditions. Upon completion of the field

testing process, the materials undergo final revision before publication and dissemination on a nationwide basis by the DACs. The chart on the following page illustrates the pilot testing process.

Pilot Testing Procedures. The following are AIBEC's procedures for pilot testing materials:

- The AIBEC staff receives the materials from the MDCs and DACs as well as training in their utilization.
- AIBEC staff contacts bilingual education program directors and identifies the sites, the schools, and the teachers who will participate in pilot testing the materials.
- AIBEC staff asks the participating schools system for teacher's release time. The teachers who have been selected receive special training in the utilization of and the process of evaluating the materials. The Center reimburses the participating teachers for travel and per diem in order to offset the cost of attending the training workshop.
- AIBEC staff monitors the pilot testing process and, upon request, provides assistance in the use of the materials to participating teachers.
- AIBEC staff collects the observations and recommendations of the teachers and sends the feedback data to the MDCs and DACs.

Procedures for Teachers Who Wish to Volunteer. The Center has established a procedure for informing Title


1
Preliminary Conversation and Correspondence with M. D. C.
2
AIBEC Receives the Materials
3
AIBEC Identifies Sites
4
AIBEC and Sites Identify the Teachers
5
Identified Teachers Review Materials
6
Selected Teachers Agree to Pilot Test
7
Training of Selected Teachers
8
Teachers Send Feedback Forms to AIBEC
9
AIBEC Receives Feedback Forms
10
AIBEC Sends Feedback Forms to M. D. C.
PILOT TESTING
FLOW CHART

VII project directors and teachers of the opportunities to become involved in the pilot testing of materials. Typically, an "Info-Flyer" is prepared and sent to directors and teachers which contains news of the bilingual materials the Center has received for testing.

Teachers and other Title VII personnel who desire additional information are encouraged to contact the Center so that they may be placed on the mailing list for future issues of the "Info-Flyer". Inquiries should be directed to the AIBEC Media Specialist.

Teachers who wish to volunteer their services in testing bilingual materials are asked to take the following steps:

- Review the content and approach of the materials which are ready for pilot testing as they are described in each issue of the "Info-Flyer". Each teacher must then determine whether the target audience of the materials is appropriate for the language, grade level, or other characteristics or needs of the students which he or she teaches.
- Advise the Title VII Project Director of his/her interest in volunteering.
- Obtain approval from the Principal or Superintendent.
- If appropriate, obtain approval from appropriate community representatives (i.e., School Board, Governor, Chapter House, PTA, etc.).

The Title VII Project Director will notify AIBEC of the teacher's desire to volunteer. AIBEC will select the pilot testing sites for the materials in question and will notify the Title VII Project Directors.

Teachers who participate in the pilot testing activities will be given the necessary materials, including the teacher's manual and books for the students. The teachers will also receive training in the use of the materials. AIBEC will reimburse the participating teachers for travel and per diem in order to offset the cost of attending the training workshop.

In return, the teachers who participate commit themselves to:

- Utilizing the materials in their classrooms;
- completing the evaluation feedback forms, and;
- returning the forms to AIBEC.

Materials Available For Pilot Testing. Currently there are only two MDCs nationwide that produce American Indian bilingual education materials, they are:

1. Native American Materials Development Center
   407 Rio Grande Blvd., N.W.,
   Albuquerque, New Mexico 87103
   (505) 242-5222
2. National Bilingual Materials Development Center
   University of Alaska
   3223 Spenard Road
   Fairbanks, Alaska 99503
   (907) 276-0547

The Native American MDC in Albuquerque is currently devoting its major efforts to producing an integrated Navajo core curriculum, grades K-3, organized around the areas of science, mathematics, language arts and social studies.

At the K level, all concepts are introduced in Navajo. Reading readiness and initial literacy are taught in Navajo while at the same time English is introduced as a second language. Only after the students are secure in Navajo literacy is this literacy skill transferred to English.

The National Bilingual MDC in Fairbanks, Alaska services tribes mainly in the Northwest part of the U.S. Although there are no materials designed by either of these centers for specific use by the Pueblo or Apache tribes, it is anticipated that the materials these centers produce can serve as models for materials development among the Pueblos and Apaches.

4. ORGANIZE AND MAINTAIN A COMMUNICATIONS NETWORK

An effective communications network for the AIBEC service region is essential to fulfilling each of the Center's goals. Both formal and informal methods of communication will be used for sharing and exchanging information. Formal methods will include:

- reproduction and distribution of this Handbook which explains the goals of the Center and the procedures for requesting Center services;

- reproduction of an AIBEC Newsletter which will provide information relevant to the service region, and which will be mailed upon request to those persons not already on the mailing list;
- reproduction of the AIBEC "Info-Flyer" providing news of materials received for pilot testing, available upon request to those persons not already on the mailing list;
- sharing with regional Title VII personnel the results of the regionwide needs assessment for training and materials;
- offering conferences and seminars for regional Title VII project directors in order that they may participate in planning AIBEC services which meet common needs;
- sponsoring conferences and workshops for regional Title VII personnel and parents in order to exchange information relevant to regionwide needs;
- sponsoring meetings designed to share information and planning with other agencies involved in bilingual education, such as IHEs, SEAs, the UNM Cultural Awareness Bilingual Assistance Center; and
- developing various media presentations (video and slide/tape) on bilingual education programs in our service area; such presentations could be used to acquaint the general public with our efforts.

Informal methods of communication will include daily

contacts, on-site visits by AIBEC staff, welcoming visitors to our offices and to the Resource Materials Bank, telephone contacts, and participation in conferences sponsored by other agencies.

5. COLLECT AND DISSEMINATE AMERICAN INDIAN BILINGUAL EDUCATION MATERIALS.

The Materials Bank currently houses examples of printed and multimedia materials appropriate for American Indian Programs and Southwest bilingual education. The collection comprises basic instructional materials, supplementary materials, research materials, testing and evaluation instruments, films related to bilingual/bicultural education, and a professional reference library. Curriculum areas include fine arts, language arts, mathematics, science, social sciences, teacher preparation, English as a second language, and related teacher's guides. The holdings represent a limited collection of quality materials which may be helpful to teachers.

The size, nature, and content of the collection reflect the needs of Title VII clientele in the AIBEC service region. In enlarging the holdings, AIBEC draws upon a broad knowledge of available bilingual education materials and the ability to evaluate them with a view towards selecting those materials which will contribute most effectively to the objective of the Materials Bank.

AIBEC plans to continue to enlarge its current holdings. Upon request, the Materials Bank coordinator will assist clients in the identification of appropriate materials to meet a specific need. If the materials are not already a part of the holdings, every effort will be made to acquire them so that they will become available for examination.

In order to invite and facilitate use of the materials, and to satisfy the reading goals of the Title VII clientele, the materials have been organized for ease of access. Upon request, demonstration kits will be compiled to meet a specific need.

The holdings may be used as a selection resource tool in acquiring materials for your own collection or for classroom use. The materials may be purchased directly from bilingual materials distributors. Catalogues and bibliographies listing the addresses of distributors are available upon request.

Anyone interested in the field of bilingual education may use the Materials Bank for reading, research, and examination of the materials contained therein. Selected materials are available on a lending library basis to Title VII project personnel in the AIBEC service region. Normally, materials are loaned for a two-week period. The Bank is open from 8:00 a.m. to 5:00 p.m. on weekdays and at other times by appointment. The Resource Materials Bank is located in the College of Education Building,

Room B-17, on the main campus of the University of New Mexico.

Professional Services. The Materials Coordinator provides professional reference service from the collection to its users in the service region. Assistance is available in identifying resources to meet a specific need in the area of bilingual education. Examples of professional reference services provided by the Materials Coordinator include assistance in:

- building resource collections;
- identifying bilingual/bicultural resources to meet specific needs in bilingual education;
- conducting literature searches related to bilingual education;
- analyzing and selecting bilingual materials;
- the acquisition of materials that enhance the bicultural aspect of a bilingual program;
- technical assistance in the preparation of annotated bibliographies; and,
- providing access to the information retrieval system of the ERIC Clearinghouse.

Because of the diversity of possible requests, we are not providing a special request form. Please initiate your request by writing, calling, or visiting with the Materials Coordinator;

Materials Bank Coordinator
American Indian Bilingual Education Center (AIBEC)
College of Education
The University of New Mexico
Albuquerque, New Mexico 87131
(505) 277-3763

You will be advised if a delay in filling the request is anticipated.

Dissemination of Information. In order to disseminate information regarding the collection, the Materials Coordinator will hold materials displays at schools, workshops, and state and national conferences. The purpose of the displays and school visitations is to give teachers the opportunity to examine existing bilingual materials and to allow them to request professional reference services.

As the opportunity arises, the Materials Coordinator arranges special previews or regular showings of 16mm films related to bilingual education which have been acquired by the Materials Bank. Normally, the viewing takes place on the premises of the Materials Bank.

Loan Procedures. Out-of-town Title VII users may request examination copies of specific materials by mail. Your request must be made in writing. Please supply as much reference information as possible; especially the language, content and grade level of the materials you are seeking.

The materials will be mailed to you as soon as possible. When you receive them, a return slip indicating the due date will be enclosed. Since there is considerable demand for materials, prompt return will make them available for examination by other users.

The Window Rock Extension of the Resource Bank. As a convenience to bilingual programs in the northwest portion of the AIBEC service region, the Resource Materials Bank has opened an extension at the Field Office in Window Rock, Arizona. The Window Rock collection contains duplicate holdings of selected materials from the Central Resource Materials Bank, including professional resource materials, history and culture materials, Navajo Reading Study materials, and audiovisual aides for American Indian bilingual programs.

Project directors, teachers, paraprofessionals, and other interested Title VII personnel may visit the Window Rock office for the purpose of examining the materials. Selected materials are available to Title VII personnel on a library lending basis. Normally, materials are loaned for a two-week period. For further information contact:

AIBEC Field Director
UNM Field Office
P.O. Box 1903
Window Rock, Arizona 86515
(602) 871-4941 Ext. 1544

6. PROVIDE TRAINING FOR PARENTS

Far too often parents are overlooked by educators when it comes to the education of their children. AIBEC believes that parental involvement is of upmost importance in the bilingual education of their children. To this end the Center will provide opportunities (via meetings, conferences, workshops, etc.) for parents to become directly involved in the formation of educational policies that affect their children.

Every effort will be made to by the Center to keep parents well informed (via newsletters, and slide and videotape presentations) about the programs in which their children may be involved. Upon request the Center will also provide Parent Advisory Committees (PACs) with technical assistance on how they may become more effective in decision-making at the local level.

Training will also be provided, upon request from the LEAs, for parents so that they may be able to actively participate in the bilingual instruction of their children in the classroom. Ultimately, it is the responsibility of AIBEC to adequately inform parents of the rights, responsibilities and role they have in the bilingual education of their children.

7. DEVELOP AND CONDUCT A COMPARATIVE ANALYSIS AND LINGUISTIC SURVEY.

AIBEC will compile information on American Indian

language(s) in the service area for the purpose of providing a comparative linguistic analysis between American Indian language(s) and English.

In addition the Center will obtain existing data from appropriate agencies on the present status of Navajo language proficiency of six year old children and will assist bilingual projects in standardizing language assessment procedures.

NOTE: For specific information on the Centers' goals and objectives (preceding items 1-7, pages 8 to 23) refer to the AIBEC document entitled "Needs Assessment Study", available upon request.

AIBEC CRITERIA FOR EVALUATING REQUESTS FOR SERVICES

As a center in the National Network of Centers for Bilingual Education, funded under ESEA Title VII, AIBEC's primary responsibility lies in providing Title VII programs with training and supportive services in the planning, design, implementation and evaluation of bilingual programs including areas such as administrative procedures, classroom methodology, and the principles of bilingual education.

Persons eligible for in-service or pre-service training or other technical assistance include administrators, teachers, teacher-aides, parents and paraprofessional personnel involved in bilingual education programs funded under ESEA Title VII. The provision of services to bilingual programs funded from other sources may take the form of participation in activities designed for Title VII clientele, assuming that all expenses incurred are borne by the other funding source. Where enrollment or participation is limited, preference will be given to Title VII personnel.

The criteria used for evaluating requests for services will be that the proposed activities must relate directly to the improvement of bilingual programs or be designed to facilitate the success of programs of bilingual education.

Requests for cultural awareness activities may be approved only if they are designed to fulfill needs for training in administrative procedures and/or classroom methodology for Title VII bilingual programs. Administrative procedures may be construed

to include the ways and means for involving the parents and community in the bilingual programs.

Cultural awareness workshops for non Title VII school personnel are provided by General Assistance Centers, funded under the Civil Rights Act of 1964. Please see Appendix B for a list of the General Assistance Centers in the AIBEC service region.

PROCEDURES FOR REQUESTING SERVICES

Appendix C of this Handbook contains samples of the forms to be used in requesting and receiving services from the Center, and directions for their completion.

Request for Services, Form TRC-1: Title VII Administrators (Superintendents, Principals, Project Directors) should initiate requests for services well in advance of the proposed activity. The request should be made in writing by completing AIBEC Form TRC-1, "Request for Services."

- All Pueblo and Apache Title VII Programs should send Form TRC-1, with appropriate attachments to:

  Associate Director
  AIBEC
  College of Education
  University of New Mexico
  Albuquerque, New Mexico 87131
  (505) 277-3551

- All Navajo Title VII Programs should send Form TRC-1, with appropriate attachments to:

  Field Director
  AIBEC - UNM Field Office
  P.O. Box 1903
  Window Rock, Arizona 86515
  (602) 871-4941 Ext. 1544

Please be sure to keep a copy for your records in case questions arise or future reference has to be made

to Form TRC-1.

Confirmation of Requested Services, Form TRC-2: Administrators who request AIBEC assistance should be careful not to make commitments to prospective participants or consultants until they have received Form TRC-2, signed by the AIBEC Director, Associate Director, or Field Director. Form TRC-2 represents approval by the Center of the proposed activity. The Center does not accept financial responsibility for commitments made by the Administrator in advance of the Center's approval in writing on Form TRC-2.

In brief, Form TRC-2 is your guarantee that the Center accepts responsibility for payment of the services requested in the amount indicated. The Center assumes the responsibility with the understanding that, as specified on page 2 of Form TRC-1, the Administrator will provide the following information prior to disbursement of funds:

- a comprehensive evaluation of the completed activity;
- a record of attendance;
- two copies of the final agenda or outline of the activities as they were carried out; and
- a sample of handouts of other materials used.

Payment for Consultant Services, Form TRC-3: Form TRC-3 is designed for making payment to consultants. Inasmuch as the consultants will be working directly for the Title VII Administrator, it will be his or her responsibility to make certain that the consultants understand the

procedure. Each consultant should be provided with a copy of Form TRC-3 and given an explanation on the procedure for completing the form and returning it to the Center. A sample of the form, together with instructions for its completion, is contained in Appendix C.

Additionally, in order to receive payment for services rendered a Professional and Technical Services Agreement/Voucher (PTSA/V) must be signed. The information is then transferred from the TRC-3 to the PTSA/V form by the AIBEC office and submitted for payment.

AIBEC Activity Evaluation, Form TRC-4: Form TRC-4 may be used to evaluate any activity sponsored by AIBEC. It may be handed out to participants at the end of each session, or it may be used to evaluate the activity as a whole. Every effort should be made to have all of the participants complete evaluation forms. If the Project Director prefers to use a different form, we request that a sample be provided with the original request for services on Form TRC-1.

AIBEC Materials Evaluation, Form TRC-5: Form TRC-5 may be used to evaluate materials borrowed from the Resource Materials Bank. Completion of this form assists the Materials Coordinator in providing information to other Title VII clientele.

NEGOTIATING FOR THE SERVICES OF CONSULTANTS

The selection of consultants for the delivery of services to Title VII Projects is done by the Title VII Administrator. AIBEC typically will authorize such consultant services provided that a copy of the proposed consultant's resume is submitted with Form TRC-1 and that the Center authorizes payment for the consultant on Form TRC-2.

If assistance is needed in identifying and selecting an appropriate consultant, the AIBEC Asscciate and/or Field Director will gladly suggest the names of qualified persons.

We ask that the Title VII Administrator assume responsibility for contacting the consultant and negotiating for his or her services. This will insure that the consultants have a clear understanding of what it is that they are being asked to do, and that the Title VII Administrator receives the specific assistance desired. For the details of processing consultant reimbursements and for a definition of allowable expenses, see Form TRC-3 in Appendix C.

THE TALENT BANK

To a very large degree the Center depends upon consultants for the actual delivery of services to the AIBEC service region. For this reason the Center maintains a Talent Bank containing the resumes of persons who possess expertise in various aspects of the field of bilingual education.

If you wish to serve as a consultant, or if you know someone who might wish to do so, please contact the Associate Director of the Center. We ask that all prospective consultants furnish a resume and that they clearly indicate the areas in which they are prepared to provide consulting services. We are anxious to increase the size of the Talent Bank in order that we may better serve you, our Title VII Clientele.

APPENDIX A

LISTING OF LEA's, SEA's, and IHE's IN AIBEC SERVICE AREA [32]

ARIZONA

Title VII Proj. Dir.	Superintendent	Language
Ed. D. Simermeyer Cottonwood BIA School Chinle, Arizona 86503 (602) 725-3223	Miss Jean Combs	Navajo
Mrs. Stella Tsinajinnie Rock Point Comm. School Chinle, Arizona 86503 (602) 659-4224	Joe Wilson	Navajo
David McNiel Ms. Debbie Norland Round Rock School P. O. Box 587 Chinle, Arizona 86503 (602) 674-3481	Rick Cuprak	Navajo
Lorraine Curry Supervisor Center 2701 N. Isabel Flagstaff, Arizona 86001 (602) 774-8726	Dr. Dave A. Williams	Navajo
Patrick Graham Ms. Eloise Jackson Window Rock Sch. Dist. #8 P. O. Box 559 Fort Defiance, AZ. 86504 (602) 729-5704	Dr. Kenneth Ross	Navajo
Ms. Gloria Johns Don Rasco Ganado Public School Apache County Sch. Dist. #19 General Delivery Ganado, Arizona 86505 (602) 755-3436/3438	Dr. Thelma Wenger	Navajo
Leonard Begay Winefred Watson Kayenta School Dist. #27 P. O. Box 337 Kayenta, Arizona 86033 (602) 697-3251	Mr. Robert E. Jenkins	Navajo

page 31 blank.

ARIZONA (Cont'd)

Title VII Proj. Dir.	Superintendent	Language
Mr. Alvin Magnuson Many Farms BIA High School Many Farms, Arizona 86538 (602) 781-6236	Elsworth Reye	Navajo
David Heine Chinle Boarding School P. O. Box 70 Many Farms, Arizona 86538 (602) 781-6221	Elsworth Reye	Navajo

NEW MEXICO

Title VII Proj. Dir.	Superintendent	Language
Mr. Dave Atanasuff Lake Valley School BIA Eastern Navajo Agency P. O. Box 328 Crownpoint, N.M. 87313 (505) 786-5392	Larry Holman	Navajo
Ms. Agnes Bluett David Dutcher Sanostee School Sanostee Rural Station Sanostee, N. M. 87461 (505) 723-2476	James Tomchee	Navajo
Ms. Mary Cohoe Ms. Anna Mae Pino Pine Hill Elem. School Drawer H Pine Hill, N. M. 87321 (505) 783-5561/5901	Dr. Richard H. White	Navajo
Mrs. Janice Vicente Sky City Comm. School P. O. Box 97 San Fidel, N. M. 87049 (505) 552-6671	Keith Lamb	Keres
H. C. Turner Jemez Springs Municipal Schs. Canyon Route Box 4-A Jemez Pueblo, N. M. 87024 (505) 834-7391/7394	Lee Lidoro Maestas	Towa Keres
Carl Naranjo Santa Clara Bilin. Proj. P. O. Box 580 Espanola, N. M. 87532 (505) 753-4498	Celestino Papuyo	Tewa
Ms. Susie Starbird Murphy Perry Andrew Bent Mescalero Elem. School Box 237 Mescalero, N. M. 88340 (505) 854-4788	Dr. William Slade	Mescalero Apache

NEW MEXICO, (Cont'd)

Title VII Proj. Dir.	Superintendent	Language
Mrs. Lena Castillo P. O. Box 24 Magdalena Public School Magdalena, N. M. 87825 (505) 854-2249	Michael Dickson	Navajo
Vivienne Johnson Bloomfield Public School Boc 157 Bloomfield, N. M. 87413 (505) 632-3316/3373	Jack Ward	Navajo

COLORADO

Title VII Proj. Dir.	Superintendent	Language
Seferino Pineda Southwest Board of Cooperative Services Box 1420 Cortez, Co. 81321 (303) 565-8411	Julio Archuleta (Mancos) Joe Bourgoine (Egnar) Floyd Harris (Dolores)	Navajo Ute

UTAH

Title VII Proj. Dir.	Superintendent	Language
Louis Singer San Juan School District Box 804 Blanding, Utah 84511 (801) 678-2281	Donald V. Jack	Navajo
Chris Perkins Coordinator Instructor San Juan School District Box 804 Blanding, Utah 84511		Navajo
Kent D. Tibbetts Box 807 Blanding, Utah 84511 (801) 678-2281		

STATE DEPARTMENT OF EDUCATION REPRESENTATIVES

ARIZONA

Nancy Mendoza
Educational Program Specialist
Bilingual Education
Arizona Department of Education - 3rd Floor
1535 West Jefferson
Phoenix, Arizona 85007

(602) 255-3204

COLORADO

Rosalie Martinez
Executive Director of Bilingual
Bicultural Education
Colorado Department of Education
201 E. Colfax
Denver, Colorado 80203

(303) 839-2262

NEW MEXICO

Federal Programs

Henry Pascual, Director
Title VII Bilingual Technical Assistance Center
New Mexico State Department of Education
Santa Fe, New Mexico 87503

(505) 827-2521

State Programs

Ezequiel Benavides
State Bilingual Specialist
New Mexico State Department of Education
Santa Fe, New Mexico 87503

(505) 827-5351

UTAH

Dr. Elliot Howe
Coordinator, Foreign Language Instruction
and Bilingual Education
Utah State Board of Education
250 East 500 South Street
Salt Lake City, Utah 84111

(801) 533-5061

INSTITUTIONS OF HIGHER EDUCATION

ARIZONA STATE UNIVERSITY

Carlos J. Vallejo
Arizona State University
Center for Multicultural Education
Tempe, Arizona 85281

(602) 965-7134

Navajo and Spanish

UNIVERSITY OF NEW MEXICO

Ignacio Cordova
University of New Mexico
College of Education
Albuquerque, New Mexico 87131

(505) 277-5723

Navajo, Keres and Spanish

APPENDIX B

GENERAL ASSISTANCE CENTERS

DESEGREGATION ASSISTANCE CENTERS FOR NATIONAL ORIGIN

Title IV of the Civil Rights Acts of 1964

Area E: Colorado and Utah (MT, ND, SD, WY, OK)

Miss Betty Gress, Director
Desegregation Assistance Center for National Origin
Coalition of Indian Controlled School Boards
511 16th Street
Denver, Colorado 80202

(303) 573-5715

Area F: New Mexico, Arizona and Nevada

Ernest Gurule, Director
Cultural Awareness Bilingual Assistance Center/NODAC
College of Education
University of New Mexico
Albuquerque, New Mexico 87131

(505) 277-5706

Page 40 blank.

APPENDIX C

SAMPLES OF FORMS TRC-1 THRU TRC-5

INSTRUCTIONS FOR COMPLETION OF AIBEC FORM TRC-1

In completing Form TRC-1, it is extremely important that all the information be provided so that there will be no delay in processing the request. Please indicate "Not Applicable" or "N/A", if the question does not apply.

Clearly state the date and place of the proposed activity, the goals and objectives of the proposed activity, and the proposed participants who will attend.

Please note that the following attachments should be mailed with Form TRC-1:

(1) an agenda, program, or brief outline of the proposed activity;

(2) resumes of the proposed consultants if they have not previously served in this capacity for AIBEC; and

(3) a brief evaluation plan, including a sample evaluation form if AIBEC Form TRC-4 is not to be used.

All Pueblo and Apache Title VII Programs should send Form TRC-1, with appropriate attachments to:

Associate Director
AIBEC
College of Education
University of New Mexico
Albuquerque, New Mexico 87131
(505) 277-3551

All Navajo Title VII Programs should send Form TRC-1, with appropriate attachments to:

Field Director
AIBEC - UNM Field Office
P.O. Box 1903
Window Rock, Arizona 86515
(602) 871-4941 Ext. 1544

Page 42 blank

AMERICAN INDIAN BILINGUAL EDUCATION CENTER

College of Education
University of New Mexico
Albuquerque, New Mexico 87131

REQUEST FOR SERVICES

(Please fill in all the blanks and answer all questions. If not applicable, write NA) Please print or type.

1. School District _____

_____
City State Zip

2. Project Director or contact person

_____
Name Address Phone

3. Date (s) and place of proposed activity

_____

_____

_____

4. Type of service being requested

_____

_____

5. Goals and/or objectives of activity
   a) _____
   b) _____
   c) _____

6. Number of students being served by Project _____

7. Number of students enrolled in district _____

8. Number participating in current activity
   a) Students_____ b) Teachers _____
   c) Paraprofessionals _____ d) Parents _____
   e) Other _____

TRC-1

9. Consultant (s)

Name	Title
Address	Telephone
Name	Title
Address	Telephone

10. If more than one district is involved, please attach names and addresses plus contact person in other districts.

11. Type of evaluation being used for this activity.

12. Approximate amount being requested from Resource Center for this activity. Including Fee, Travel and Per Diem.

$_____ Fee $_____ Travel $_____ Per Diem $_____ Total

In making the above request the district also agrees to provide the Center with the following information after the activity has taken place:

a) A comprehensive evaluation of the activity.
b) Two copies of the program as carried out.
c) Any other information or materials used.

We will not assume any responsibility until this request is submitted and the district has received written authorization from the Resource Center. Please allow ample time for this process to take place.

Date submitted

Signature & Title of Authorized School Official

TRC-1

AMERICAN INDIAN BILINGUAL EDUCATION CENTER
COLLEGE OF EDUCATION
UNIVERSITY OF NEW MEXICO
Albuquerque, New Mexico 87131

Dear

Your request for services for the following date (s)

_____ and place _____

_____

as described in your request dated _____

has been considered and is, hereby, approved. In accordance with AIBEC rules and procedures, the Center assumes responsibility for payment of the consultant's fee and expenses for this activity as requested in your Form TRC-1.

The Total cost to the Center is not to exceed $_____.

The total is based upon the following items of expenditure:

$_____
Consultant Fee

$_____ $_____ $_____
Travel Per Diem Other

The above agreement is binding only after all documentation specified on Form TRC-1 has been received by the Training Resource Center. It should be understood that Consultants will supply information requested in support of Form TRC-3.

Sincerely,

_____
Associate or Field Director

_____ _____
Name of Consultant (s) Telephone

_____ _____
Address of Consultant (s) Social Security Number

TRC-2 (FOR OFFICE USE ONLY)

INSTRUCTIONS FOR COMPLETION OF AIBEC FORM TRC-3

Completion of Form TRC-3 based upon the following instructions will avoid delay in payment.

Item 1.
Give a brief description of services rendered.

Example: Conducted a workshop for 45 participants on the subject: "Learning Styles of Children and the Relationship to Bilingual Education."

Item 2.
Enter the Consulting Fee approved by AIBEC and the approved number of days, or fraction thereof.

Item 3.
Airline Transportation

The University requires that you submit the original carbon copy of your airline coupon for reimbursement of air travel.

Private Automobile Transportation

The University allows 17¢ per mile for each mile traveled in a privately owned vehicle. When an out-of-state trip is involved, mileage may not exceed tourist air fare for one person. Please indicate odometer reading upon departure from your home station and return. Where odometer readings omitted, standard map mileage will apply.

Car Rental

Reimbursement for car rental is not generally an allowable expense. Under unusual circumstances, this expense may be approved. Prior approval must be obtained before renting a vehicle, if the individual plans to request AIBEC reimbursement.

Taxi

Please include receipts for all taxi fares if the total is in excess of $30.

Per Diem

Please indicate the date and hour of departure and return from and to your home station.

University of New Mexico Policy based on New Mexico State Law, provides for a prorated per diem at $32 per day for in-state travel and $44 per day for out-of-state travel. In prorating per diem, the following formula is used:

6 to 12 hours = 1/4 day	18 to 23 hours = 3/4 day
12 to 18 hours = 1/2 day	24 to 30 hours = 1 day

The cost of meals and lodging is considered to be covered by the per diem reimbursement. It is not necessary to submit receipts for same. Per diem will be computed according to the date and hour of departure and return from and to your home station.

Item 4. Self explanatory.

Item 5. Self explanatory.

In completing and signing Form TRC-3, please be certain to indicate your social security number. Prompt return of Form TRC-3 to the main office of the Center will expedite reimbursement, which normally takes about three weeks to process. University policy, as required by State Law, does not allow the Center to provide advance payment of travel expense.

In addition to completing Form TRC-3, Consultants must submit a brief report using the following format:

a. Objectives of workshop or other activity,
b. Subject matter presented,
c. Brief personal evaluation of activity, and
d. Other comments or observations.

PLEASE NOTE: THE FOREGOING INFORMATION MUST BE ATTACHED TO FORM TRC-3 WHEN SUBMITTED TO THE CENTER BEFORE PAYMENT MAY BE MADE. FAILURE TO DO SO WILL RESULT IN A DELAY IN REIMBURSEMENT.

AMERICAN INDIAN BILINGUAL EDUCATION CENTER
COLLEGE OF EDUCATION
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO 87131

S T A T E M E N T

1. The following professional/technical services were rendered to the American Indian Bilingual Education Center, a unit of the University of New Mexico, on _____ at _____.

   Description of Services (Please type/print. If not enough room, use back of sheet): _____

   _____

   _____

   _____

2. Consultant Fee (if applicable): $_____ per day for _____ days.

3. Statement of Expenses:
   Transportation:

   Airfare. Please attach original ticket stub.

   Private Vehicle.
   Odometer Reading: Ending Mileage _____
   Beginning Mi. _____
   TOTAL MILEAGE _____ x 17¢/Mi.

   Taxi. Attach receipts for total amount if over $30.00

   Per Diem (days and amount will be computed by AIBEC):

   _____ _____
   Departure Date Time/Departure

   _____ _____
   Date Returned Time/Returned

   Other Allowable Expenses (Reg. fee, Airport parking, car rental, only by prior approval, etc.) Attach receipts and specify type of expense: _____ $_____

4. Are you a University of New Mexico Employee? Yes_____ No_____

   If yes, please see that permission is requested and approved by your Dean and your Department Chairman before consultancy takes place, and,

   Please contact the AIBEC Associate Director for proper forms before consultancy takes place.

Office Use Only
_____
_____
_____
_____
_____
Grand Total

TRC-3 (p.1)

5. Are you an employee of a Federally funded project, program, agency, or of The U. S. Government? Yes_____No_____

I certify that this billing is for an isolated or occasional service which I neither regularly engage in nor do I hold myself out as engaged in the business of selling this service as an independent contractor.

(If above is not applicable, my New Mexico Bureau of Revenue Tax Number is_____.

Name (please print/type)	Signature
Address	Social Security Number
City/State Zip	Telephone Number

This will certify that the above services were performed satisfactorily in the_____Bilingual Education Program.

LEA School Official

Approved:_____
AIBEC Authorized Signature

Forms and attachments should be sent to:

Director
AIBEC
College of Education
University of New Mexico
Albuquerque, N. M. 87131

TRC-3 (p.2)

AMERICAN INDIAN BILINGUAL EDUCATION CENTER

College of Education
University of New Mexico
Albuquerque, New Mexico 87131

EVALUATION CHECKLIST

Activity_____
Date _____
Location_____

Directions: Circle on the 1-5 scale your responses to the following questions.

To what extent	Very Poorly	Poorly	Average	Well	Very Well
1. were the objectives of the activity made clear to you?	1	2	3	4	5
2. were the activities conducted related to the stated objectives?	1	2	3	4	5
3. were the objectives achieved?	1	2	3	4	5
4. were the activities well organized?	1	2	3	4	5
5. were the activities conducted relevant to your needs?	1	2	3	4	5
6. did the activities provide useful new/different information related to bilingual education teaching/learning strategies/styles?	1	2	3	4	5
7. did the activities conducted fulfill your expectations?	1	2	3	4	5
8. did the activities provide useful information?	1	2	3	4	5
9. did the activities conducted allow an opportunity for you to become involved in the proceedings?	1	2	3	4	5
10. were the proceedings structred to allow (encourage) you active participation?	1	2	3	4	5

11. In your judgement, what were the most helpful aspects of this activity?

12. In your judgement, what were the least helpful aspects of this activity?

13. If you were conducting this activity what would you do differently to better and more effectively accomplish the stated objectives?

AMERICAN INDIAN BILINGUAL EDUCATION CENTER
College of Education
University of New Mexico
Albuquerque, New Mexico 87131

MATERIALS EVALUATION FORM
AIBEC Materials Bank

District _____ Date _____

Your reactions to materials borrowed from AIBEC's Materials Bank are considered important. We are requesting that you respond to the items listed below so we at AIBEC may have an idea of your feeling about the materials examined.

Please circle the number which best reflects your reactions.

1. Content of Materials:

	HIGHLY				NOT AT ALL	NOT APPLICABLE
1. Are the Settings portrayed appropriate for the geographic location of your program?	5	4	3	2	1	0
2. Are your students able to identify with the settings and activities portrayed in the materials?	5	4	3	2	1	0
3. Is the vocabulary used suitable for your locale?	5	4	3	2	1	0
4. Are the illustrations used appropriate for your program?	5	4	3	2	1	0
5. Do accompanying audio-visual aids adequately reinforce the materials?	5	4	3	2	1	0
6. Is the Teacher's Guide useful in complementing the materials?	5	4	3	2	1	0

Comments:

II. Quality of Supportive (audiovisual) materials:

How would you rate the quality (e.g., sound, clarity, visual attractiveness) of the audiovisual aids designed to accompany the basic program components? (Please circle the number which best reflects your reactions.)

	HIGHEST QUALITY				VERY POOR QUALITY	NOT APPLI-CABLE
1. Records/Tapes	5	4	3	2	1	0
2. Posters	5	4	3	2	1	0
3. Flash Cards	5	4	3	2	1	0
4. Games	5	4	3	2	1	0
5. Teacher's Guide for Use of Audiovisual Materials	5	4	3	2	1	0